

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 2 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/24/10		2. CONTRACT NO. (If any) EP-W-07-071		6. SHIP TO:	
3. ORDER NO. 0013		4. REQUISITION/REFERENCE NO. PR-HQ-10-12978		a. NAME OF CONSIGNEE LEIF E. HOCKSTAD, TOPO	
5. ISSUING OFFICE (Address correspondence to) U.S. Environmental Protection Agency 6207J				b. STREET ADDRESS 1200 PENNSYLVANIA AVE, NW 6207J	
7. TO:				c. CITY WASHINGTON	d. STATE DC
				e. ZIP CODE 20460	
a. NAME OF CONTRACTOR PERRIN QUARLES ASSOCIATES, INC.				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 652 PETER JEFFERSON PKWY, SUITE 300				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet. If any, including delivery as indicated.	
d. CITY Charlottesville		e. STATE VA		<input checked="" type="checkbox"/> b. TASK — Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 22911					
9. ACCOUNTING AND APPROPRIATION DATA See Attached				10. REQUISITIONING OFFICE Same as Block 6	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))			
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN OWNED
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)
13. PLACE OF		16. DISCOUNT TERMS N/A	
a. INSPECTION Same as Block 6	b. ACCEPTANCE Same as Block 6		

17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	The total estimated cost of the task order entitled, "Regulatory Support for Stationary Combustion Source Monitoring and Technical Support for Data Reporting" is \$419,807.00, with a level of effort of 4,815 direct labor hours. The period of performance is from the effective date of award thru 15 July 2011. The obligation in the amount of \$419,807.00 fully funds this task order.						
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.			17(h). TOT. (Cont. pages)	
	21. MAIL INVOICE TO:						
	a. NAME U.S. Environmental Protection Agency					\$419,807.00	17(i). GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive						
	c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

NSN 7540-01-152-8083
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (REV. 6/95)
Prescribed by GSA/FAR 43 CFR 53.213(e)

(F)

Regulatory Support for Stationary Combustion Source Monitoring and Technical Support for Data Reporting

Contract: EP-W-07-071, Task Order: 0013

Lead PR Number: PR-HQ-10-12978

Summary Information

Title: Regulatory Support for Stationary Combustion Source Monitoring and Technical Support for Data Reporting
Period of Performance: From: 08/24/10 To: 07/15/11
Award Date:
Total Funding: \$419,807.00

Accounting/Appropriation Data

POP	DCN	BFYS	Fund	Org	PRC	Site/ Project	Cost Org	Obj Class	Amount	P / C
Opt 3	FC0351	10	B	58F7	105A46CQ3	00000000		2505	\$419,807.00	C

Funding Breakout

Acct.Info	Funding Category	Amount
FY2010 - FC0351	Cost Ceiling	\$419,807.00
Total:		\$419,807.00

Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: LEIF E. HOCKSTAD
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 6207J
Phone Number: (202) 343-9432
Fax Number: (202) 343-2359
E-Mail Address: hockstad.leif@epa.gov

ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.
Attn: KONG S. CHIU
1200 PENNSYLVANIA AVE, NW
WASHINGTON, DC 20460

Mail Code: 6207J
Phone Number: (202) 343-9309
Fax Number: (202) 343-2202
E-Mail Address: chiu.kong@epa.gov

Task Order Totals

Category	POP	Amount
Cost Ceiling	Option 3	\$419,807.00

STATEMENT OF WORK

Title: Regulatory Support for Stationary Combustion Source Monitoring and Technical Support for Data Reporting

Contractor and Contract #:

Task Order #: TBD

Estimated Level of Effort: 4,815 Hours

EPA Key Personnel: Leif Hockstad, Kong Chiu, Lisa Hanle

Task Order Project Officer (TOPO): Leif Hockstad
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Subject Matter Technical Expert: Lisa Hanle
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Contracting Officer: Faye Sas
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Fax: (202) 565-2554
E-mail: Sas.Faye@epa.gov

I. BACKGROUND

The Climate Change Division (CCD) in the U.S. EPA's Office of Air and Radiation works to assess and address global climate change, climate policies, and the associated risks to human health and the environment. The Program Integration Branch (PIB) within the Climate Change Division (CCD) is responsible for a variety of analytical and policy activities relevant to greenhouse gases (GHG). PIB activities include, among others, the development of the Inventory of U.S. Greenhouse Gas Emissions and Sinks, analysis of proposed legislation, and provision of sound technical analysis for longer-term economic and policy issues. A major focus of PIB is the finalization and implementation of the Mandatory GHG Reporting Rule (MRR), which was promulgated in October 2009.

Specifically, the purpose of this Task Order is to support EPA implementation of the MRR for facilities that will report under the provisions for stationary fuel combustion sources. The focus of this work will be to (1) provide technical support and analyses for the monitoring requirements for stationary combustion sources, (2) support implementation of the rule dealing with flexibility provisions for monitoring requirements, (3) draft issue analysis papers on selected issues, as identified by the TOPO, (4) provide Contractor support in responding to stakeholder comments, and (5) provide Contractor support in integrating data reporting procedures and processes. No work will be duplicated under this Task Order.

II. TASKS AND DELIVERABLES

Task 1: Project Management

The Contractor shall provide project management under this Task, and shall submit a Monthly Status Report to EPA's Task Order Project Officer (TOPO) and Contracting Officer (CO) in accordance with the Project Reporting section below. During the Period of Performance, the Contractor shall immediately inform the TOPO and CO by telephone and/or email of any problems that may impede performance along with any corrective actions needed by the EPA or the Contractor to solve the problem.

Under this Task, the Contractor shall also participate in a kick-off call to discuss the goals and strategy for completing the deliverables.

Deliverables and Schedule under Task 1:

Attend Kick-off Meeting	Within 2 weeks of award of Task Order
Monthly Status Report	By 10th business day each month

Task 2. Technical Analyses to Support Implementation of Stationary Combustion Sources

Under this Task, the Contractor shall provide technical support for subparts under the mandatory reporting rule of greenhouse gases. The subparts in which the Contractor shall support EPA's implementation efforts are for Subpart C – General Stationary Fuel Combustion Sources and Subpart D – Electricity Generation. The Contractor shall support EPA efforts to assess and, where necessary, update provisions of the applicable subparts for calculation methods, monitoring and QA/QC requirements, missing data procedures, and data reporting requirements.

The Contractor may be requested to consider the monitoring methods in place for stationary combustion sources, in regards to provisions for the combustion of traditional and/or homogenous fossil fuels, the combustion of more heterogeneous fuels or fuel mixtures unique to specific industries, and the combustion of biomass or biomass-derived fuels. The Contractor may be requested to examine provisions of the "tier" structure of Subpart C and provide technical support to considerations, for example, on the rule requirements for continuous monitoring systems.

The Contractor shall, when requested by the TOPO, review and compile information on the existing provisions in Subpart C and Subpart D, and provide requested information to the TOPO in a concise format. After discussion with, and approval by, the TOPO, this information shall be conveyed in tabular form, as a short paper, or a combination of both. This work may include working with the TOPO to update technical support documents and update analyses performed subsequent to the October 2009 rule promulgation.

Deliverables and Schedule under Task 2:

No work should be undertaken or travel initiated under this Task until receipt of a TD from the TOPO.	Due dates for any deliverables will be outlined in the TD.
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Task 3. Support for Best Available Monitoring Method Provisions

Under §98.3(d)(2) of the mandatory reporting rule of greenhouse gases promulgated in October 2009, reporters were allowed to apply for extensions on the use of best available monitoring methods (BAMM). Reporters who received an extension represent a wide array of industry types, and received approval for a wide array of best practices in terms of monitoring techniques.

Under this Task, the Contractor will provide support to EPA out of the BAMM approval and denial process. Support may, if requested by the TOPO, include producing summary information on the nature of the requests and the approved methods from those requests, and may, if requested by the TOPO, include information summaries relevant for Freedom of Information Act requests. Further examination may be requested by the TOPO on the relationship of the requests to the specific monitoring requirements of the rule for an industry type or a monitoring type. The Contractor may, if requested by the TOPO,

provide analyses of approved best available monitoring methods in relation to provisions of the rule.

The Contractor shall, when requested by the TOPO, review and compile information on the BMM requests, and provide requested information to the TOPO in a concise format. After discussion with, and approval by, the TOPO, this information shall be conveyed in tabular form, as a short paper, or a combination of both.

Deliverables and Schedule under Task 3:

No work should be undertaken or travel initiated under this Task until receipt of a TD from the TOPO.	Due dates for any deliverables will be outlined in the TD.
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Task 4. Develop Issue Analysis Papers

In this Task, the Contractor shall draft short (5-15 page) papers on issues identified by the TOPO related to mandatory GHG reporting from stationary combustion sources. The exact topic of the issue analysis papers shall be discussed with the TOPO prior to any work being undertaken, but topics may include the following issues, in addition to others:

- a. Issues associated with "unique" sources- e.g., municipal solid waste combustors, cement kilns.
- b. Approaches for "de minimus" combustion sources at large industrial facilities.
- c. Monitoring equipment installation (e.g., near future technologies, industry best practices, costs)
- d. Issues associated with mandatory GHG reporting for carbon capture at combustion facilities, and linkages to reporting along the transfer and storage chain.
- e. Data management procedures based on requirements of Subpart C and Subpart D.
- f. Verification and certification procedures, including specific procedures for flow monitors.
- g. Data reporting systems in relation to provisions of applicable subparts.

Deliverables and Schedule under Task 4:

No work should be undertaken or travel initiated under this Task until receipt of a TD from the TOPO.	Due dates for any deliverables will be outlined in the TD.
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Task 5. Comment-response Support

The Contractor shall provide technical support to the TOPO in responding to stakeholder comments on subsequent rulemaking efforts related to the October 2009 rule

promulgation in regards to stationary combustion requirements. Technical support may include, but is not limited to, tracking the receipt of comments, developing comment-response matrices, and providing analytical support to assist EPA in responding to and, as appropriate, incorporating comments.

Deliverables and Schedule under Task 5:

No work should be undertaken or travel initiated under this Task until receipt of a TD from the TOPO.	Due dates for any deliverables will be outlined in the TD.
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Task 6: 508 Compliance

The Contractor shall provide technical support to the TOPO to ensure 508 compliance for reporting portals. The Contractor will prepare a plan to address 508 compliance and testing. The plan should include:

- minimum requirements, such as, non-null text for alt tags;
- a 'style guide' that supports 508 objectives, and;
- recommendations in navigation and validation and other features that help to provide better accessibility.

Draft plan addressing 508 compliance.	As determined by TOPO.
Final plan addressing 508 compliance.	As determined by TOPO.

Task 7: Vulnerability Scan

The Contractor shall provide technical support to the TOPO to assess vulnerabilities for reporting portals, and possible solutions to address such vulnerabilities. The Contractor will prepare a plan for testing vulnerability of GHG reporting system to SQL injection, cross-site scripting and other attacks. The Contractor will review procedures adopted by NCC including input control filtering and recommend modifications if needed. The Contractor, in making its assessment, will consider both usability and security concerns in the plan. For example, a filter that will not accept a single quote in a text input box could introduce problems in the facility name field.

Draft plan for vulnerability testing.	As determined by TOPO.
Final plan for vulnerability testing.	As determined by TOPO.

Task 8 User Acceptance Testing Support

The Contractor shall provide technical support to the TOPO by providing user testing support for reporting portals. The Contractor will develop a process document for

handling EPA user acceptance testing for the GHG reporting system at both the component and system level. The Contractor will further support this technical effort and:

- Set up RT or other tracking system to handle tickets.
- Review component design documents and extract 'parking lot' items that will be addressed in future cycles.
- Review IDEFs for each component and derive use cases to cover common paths. Assist EPA in assigning testers' responsibilities for each use case.

The Contractor will develop succinct business requirements documents from rule text, style guide and other materials provided by EPA to guide testing. A list of 'Data Reporting Requirements' is available and can be used as a checklist for web forms and text. The Contractor will reference other related tasks under this task order to complete these efforts, and will, in particular, refer to Task 6 ("508 Compliance") and Task 7 ("Vulnerability Scan") plans for guidance in how those requirements are addressed. The Contractor will develop checklists and/or scripts to guide users through various cases that address these requirements.

The Contractor will begin a process to implement EPA acceptance testing will cycle on a weekly basis. The Contractor will develop requirements and use cases and assist EPA in assigning roles and scripts to testers in the week prior to the due date for testing results. Based on interactions with the TOPO on these use cases and tests, the Contractor will compile results into a consolidated format and assist EPA in identifying bugs, change requests and areas of concern.

Draft process document for user acceptance testing.	As determined by TOPO.
Draft business requirements document.	As determined by TOPO.
Documents on RT system and component designs.	As determined by TOPO.
Final process document for user acceptance testing.	As determined by TOPO.
Final business requirements document.	As determined by TOPO.

Task 9: Reporting Instructions and FAQs

The Contractor shall provide technical support to the TOPO by providing user instructions and help guides for using the reporting portals. The Contractor will develop reporting instructions to be made available to users in both online and document (.pdf) formats. The instructions should include screen shots and descriptive text to guide reporters through both common scenarios and less usual cases. User and facility registration may be covered in a single document or segmented for different audiences, for example, CAMD and non-CAMD reporters. The Contractor will follow the guidance in the rule, noting that emissions reporting will generally be covered by each sub part. The Contractor will develop FAQs from testing results and other sources to be published on the GGRP site as well as the reporting system knowledge base. The Contractor will develop outreach and training materials for use at webinars, conferences and training sessions for GHG reporters.

Draft reporting instructions.	As determined by TOPO.
Draft list of FAQs.	As determined by TOPO.
Draft outreach and training materials.	As determined by TOPO.
Final reporting instructions.	As determined by TOPO.
Final list of FAQs.	As determined by TOPO.
Final outreach and training materials.	As determined by TOPO.

Task 10. Quick Turn-Around

The Contractor shall provide expert support to the TOPO and respond to requests for presentation materials, technical briefings, comment-response documents and specific analyses related to the development of monitoring methods for GHG emissions from stationary combustion sources, often needed on a quick turn-around basis. This task has been provided in recognition of the significant amount of work associated with implementing monitoring provisions of the rule for stationary combustion sources, and the fact that additional questions and issues may need to be addressed as the implementation of the rule develops.

Deliverables and Schedule under Task 10:

No work should be undertaken or travel initiated under this Task until receipt of a TD from the TOPO.	Due dates for any deliverables will be outlined in the TD.
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III. PROJECT REPORTING

Monthly Status Report

The Contractor shall provide monthly status reports that shall include, at a minimum, the following information for each of the above tasks and a summary of all tasks:

- Activities of the past month – a summary of the actions taken and progress made on all outstanding tasks for the past month.
- Activities of the next month – a review of the work planned to be done to meet task requirements.
- Problems/Issues – a discussion of problems or difficulties either anticipated or encountered.
- Hours – as applicable, total hours expended during the month, and cumulative total to date. Hours expended must be identified by individual and labor category.
- Funds – as applicable, total funds expended during the month, cumulative total to date, outstanding commitments, and percentage of approved funds spent to date.

Distribution of Deliverables

All deliverables including status reports between the Contractor and the Government shall be delivered as:

- One copy in paper or electronic format to the EPA TOPO and EPA Contracting Officer.
- The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in hard copy or electronic format (HTML, Visio, Microsoft Word, Acrobat, Excel, etc. as appropriate) via a delivery service or electronic mail.
- The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of EPA TOPO.

The EPA TOPO will review deliverables for technical content, completeness, and grammar. Final acceptance of all deliverables will be performed by the EPA TOPO or other individual(s) designated as subject matter technical expert(s) by the EPA TOPO.

The period of performance is from August 1, 2010 through July 31, 2011.